

Routing and Signoff Diagram for a New Study

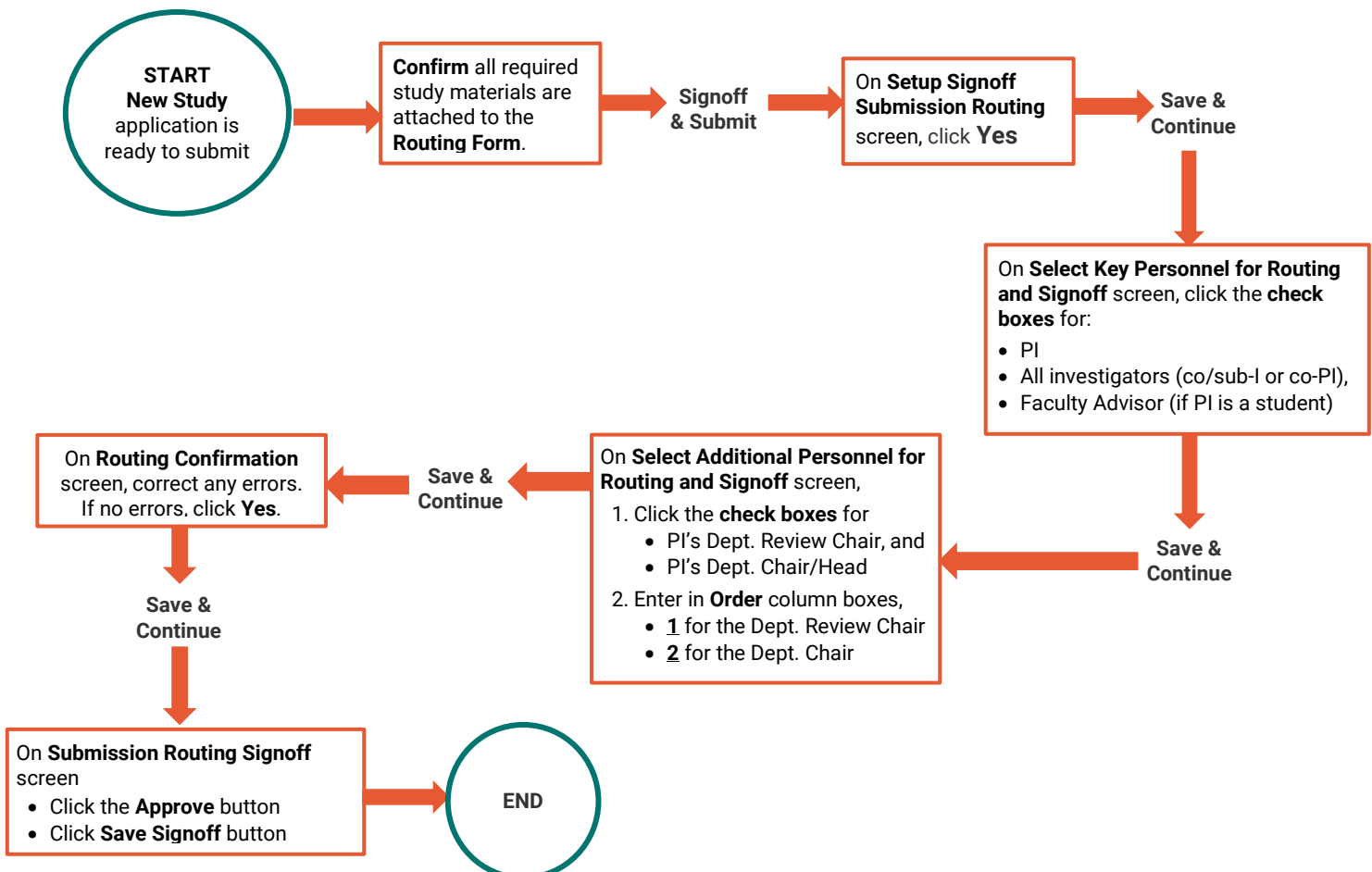
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New study applications must be routed and approved by specific individuals prior to the IRB accepting them for review. **The individuals identified below must sign off** on a new study application before the IRB will accept it for review. Applications without the required signoffs **will be returned to the PI without review.**

First Submitted to IRB	Response to IRB Request
<ul style="list-style-type: none"> Principal Investigator (PI) All Investigators (co/sub-Is and co-PIs) Faculty Advisor (if PI is a student) PI's Department Review Chair (DRC) PI's Department Chair/Head 	<ul style="list-style-type: none"> PI or other investigator (co/sub-I or co-PI) unless IRB specifically requests otherwise.

Process for Routing New Study Applications – Diagram

For accessible version of the diagram, click [here](#).



Process for Routing New Study Applications (Accessible)

1. New Study application is ready to submit.
2. Confirm all required study materials are attached to the **Routing Form**.
3. Click **Signoff and Submit**.
4. On **Setup Signoff Submission Routing** screen, click **Yes**.
5. Click **Signoff and Submit**.
6. On **Select Key Personnel for Routing and Signoff** screen, click the **check box** for PI, **all** Investigators (co/sub-Is or co-PI), and Faculty Advisor (if PI is a student).
7. Click **Signoff and Submit**.
8. On **Select Additional Personnel for Routing and Signoff** screen,
 - Click **check box** for PI's Department Review Chair and PI's Department Chair/Head; and
 - Enter in the boxes under the **Order** column:
 - **1** for Department Review Chair, and
 - **2** for Department Chair/Head.
9. On **Routing Confirmation** screen, correct any errors. If no errors, click **Yes**.
10. On **Submission Routing Signoff** screen:
 - Select the **Approve** radio button
 - Click the **Save Signoff**

Document History

Date	Summary of Changes
08.18.2019	Document posted
09.17.2019	Updated numbering and updated Individuals Required to Signoff
04.15.2020	Updated routing instructions to be consistent with other guidance documents.